

**21st Century
Community Learning Center
Grant Program
Annual Renewal Application Guidelines
2012-2013**

Division for Learning Support



**Wisconsin Department of Public Instruction
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Madison, Wisconsin**

Annual Renewal Application Guidelines

The 21st Century Community Learning Center (CCLC) grant projects are five year grant awards. However, each grant program is responsible for submitting an annual renewal application for each of the five years of operation. This annual renewal application must be approved to guarantee the each year's funding. This process allows current grantees the opportunity to revise program elements proposed in the previous application and provides DPI with a summary of current operations.

This guidance document is intended to explain what information is to be reported in the annual 21st CCLC application and how it is to be reported.

Section I - General Information

- Applicant Agency information
- Contact information
 - District Administrator
 - School Principal
 - Program Contact Person
- Total funds requested (i.e. \$100,000 or \$50,000)
- DUNS number – The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number supplied by Dun & Bradstreet. All federal grants must have a DUNS number. Contact your district office for your DUNS number
- CESA number – There are 12 Cooperative Education Service Areas (CESAs) in Wisconsin. Check with the district office for your two-digit CESA number.
- County Code (found on page 5 or from your county office)
- School District LEA Number – Local Education Agency (LEA) number is the four-digit code assigned to a public school district.

Section II – Abstract (2000 character limit)

Use this section to describe the key elements of your project, including any changes you want to make during your next year of operation.

Sections III, IV, V and VI

Includes: General Assurances, Program Specific Assurances, Certification Signatures, and Certification Covering Debarment.

Section VII

Program Plan (one per center)

- Section A – Services and Activities Program Schedule:
 - Provide the number of hours your 21st CCLC program operates each day and a total number of service hours per week (10 hours minimum). If there are events

that do not occur daily, such as a Saturday field trip, use the event hours to determine a weekly average. For example, one Saturday four-hour field trip per month equals one Saturday hour per week. Please note that there must be a minimum of 115 service days during the school year.

- Section B – Unduplicated Activity Time per Day.
 - Indicate the average time spent on each of the listed activities each day along with the grades (K-12) that receive the instruction/activity.
 - Math Activities – Enrichment instruction (taking a different approach or going beyond classroom instruction delivered in the day school) related to mathematics delivered by a qualified facilitator.
 - English/Reading Activities – Enrichment instruction related to composition or reading delivered by a qualified facilitator.
 - Homework Help – Time to complete homework with learning support.
 - Recreation and Physical Activities – Guided games and activities that promote exercise and health.
 - Other Enrichment Activities – Guided activities promoting learning in subjects other than math and reading, such as STEM, global learning, character education, service learning, arts, etc.
- Section C – Program Work Plan.
 - This section calls for descriptions of program activities to be provided throughout the next school year.
 - The math and reading enrichment activities should reflect the needs of the students, be engaging, and provide a clear outcome. It is important that the activities be aligned with the school day, but not mirror school day curriculum. The purpose should be to enhance and enrich students' knowledge of the subject. Academic enrichment is *not* homework help (activities that help students complete their day school academic assignments). The description should include the curricula used along with references for evidence of effectiveness, the methods used in delivery, and rationale for these activities (3000 characters).
 - Professional Development Opportunities. Describe the training and opportunities for improvement that will be offered to staff in the next school year. The training should be focused on the knowledge and skills needed to serve the CLC students and their parents. (2000 characters).
 - Day School Involvement. Describe how the day school principal and staff promote and connect with the CLC program (e.g., communication and recruitment mechanisms, sharing of space, knowledge, materials, or other supports). Limited to 2000 characters.

Section VIII

Collaboration

- Section A- Coordination with other federal, state, or local programs
 - Describe how you work with federal programs such as Title I, Title III, etc. State programs such as AODA grants and local programs such as community recreation, etc.

- Section B- Partnerships between schools, community-based organizations, and other public and private entities
 - Describe how you help and receive help from other schools, community clubs, and other entities, such as businesses in your area.
- Section C- Consultation with parents and other community members
 - Describe how you involve parents and the community to make your CLC responsive to them and how you promote your partnership with them. Include a rationale for how parent needs are determined (e.g. surveys, conversations, etc.)

Section IX

Evaluation Plan

List the performance measures delineated in your most recent CLC application and describe your progress toward each of them. You can use data from your self-assessment if you wish (Limited to 2000 characters).

Section X

Self-Assessment (*second through fifth year applicants only*)

This section is used to describe your progress in choosing, administering and implementing changes concerning the self-assessment tool.

Schedule for administration of the self-assessment process:

| Grant Year | Self-Assessment Requirement | Due |
|------------|---|---|
| Year One | No self-assessment requirements. | N/A |
| Year Two | Identify self-assessment tool. | With submission of annual renewal application. |
| Year Three | Conduct self-assessment and develop improvement plan. | Summary of results reported with the annual renewal application. |
| Year Four | Implement improvement plan. | Reflect on the implementation process and results of your efforts for continuous improvement. |
| Year Five | Continue to implement improvement strategies. | Summarize plans for continuous improvement in the application for a Cycle 2 grant (years 6-10). |

Allowable self-assessment instruments:

- Wisconsin After-School Continuous Improvement Process (WASCIP)
- Youth Program Quality Assessment (YPQA)

- New York State Afterschool Network (NYSAN) Quality Self-Assessment Tool (QSA)
- Foundations Inc. Quality Assurance System (QAS)

A link to details on the various self-assessment instruments can be found on the Wisconsin Department of Public Instruction (DPI) webpage at <http://www.dpi.wi.gov/sspw/clcassessment.html>.

DPI will not provide additional funds to complete an assessment process. Grantees are expected to fund the self-assessment process with current grant award.

Additional information on grant requirements and expectations can be found in the Grant Application Guidance located at <http://www.dpi.wi.gov/sspw/clcgrant.html>.

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